

Bayview Glen Parent Association

Dear Parents,

As required by the Constitution of the Bayview Glen Parent Association, nominations for the following Executive positions are now being accepted:

**President
Vice President
Secretary**

**Social Convenor
Parent Volunteer Recruiter
Student Volunteer Recruiter**

Nominations for the following Convenor position are also being accepted:

**Fall Fest Co-Chair
Gift Sale Convenor**

**Art Show and Auction Convenor
Civvies Day Convenor**

Job descriptions can be found on the BVG website at <http://bayviewglen.ca/parent-association> (beginning Oct 1st, 2018) and on page 2 of this document.

Nomination forms should be submitted to the attention of the Nominating Committee c/o The Moatfield Campus Shop or the Duncan Mill Campus Shop. Nominations close at midnight on November 1st, 2018.

If you have any questions about the job descriptions or the nomination process, please contact the Nominating Committee at papresident@bayviewglen.ca

The Bayview Glen Parent Association NOMINATION FORM 2019- 2021

Please nominate me _____ for the position of _____.
Your name

Signature of Supporting Parent

Signature of Supporting Parent

(Two Parent Association signatures are required for each nomination. All parents are members of the Bayview Glen Parent Association)

The nominee has agreed to stand unconditionally for the tenure term from January 2019 to December 2020 or 2021 (please circle one)

Signature of Nominee: _____

Please submit this form to the attention of Lianne Bastien, Nominating Committee c/o The Moatfield Campus Shop or Duncan Mill Campus Shop.

Nominations close at midnight, November 1st, 2018.

RESPONSIBILITIES OF EXECUTIVES* /CONVENORS:

President* (3-year term commitment)

Shall schedule and preside at all meetings of the membership and the Executive and shall be an ex-officio voting member of all committees formed by the Association. Shall act as liaison between the Association and the school, and represent the Association at school and social functions. Must have held an Executive position within five years prior to commencing any term of Presidency.

Vice President* (3-year term commitment)

Shall exercise the powers of the President in the absence of the President. In conjunction with the Communications Coordinator, oversees the preparation of Association submissions to the monthly School newsletter. Organizes the annual Parent Association Breakfast and assists the President as required.

Secretary*

Shall record and maintain the minutes of the Executive Committee Meetings and General Meetings. Shall prepare the minutes of the meetings for review within two weeks of such meetings, record the approval of the minutes and ensure their inclusion into the PA archives. Shall ensure that a complete set of minutes of Association meetings, manuals, reports and financial statements for each year are properly maintained.

Social Convenor*

Shall organize the periodic social activities for all members of the Association.

Parent Volunteer Recruiter*

Shall recruit and organize all parent volunteers for Association sponsored events and maintain a database of parent volunteers.

Student Volunteer Recruiter*

Shall recruit and organize all eligible student volunteers for Association sponsored events, and maintain a record of student community service hours.

Fall-Fest Co-Chair

Shall coordinate and oversee the planning of the annual kick-off community event to the school year known as "Fall Fest and Family Fun Run".

Art Show and Auction Convenor

Shall coordinate and oversee the planning of the annual event showcasing the artistic talents of the BVG community, in conjunction with the school's art faculty.

Gift Sale Convenor

Shall purchase and coordinate the presentation of gifts for students to buy at the Holiday sales.

Civvies Day Convenor

Shall purchase and coordinate the presentation of candies for students to buy on Civvies Day.